

***Maryland’s Human Services Agency***

**DEPARTMENT OF HUMAN SERVICES**

**CECIL COUNTY DEPARTMENT OF SOCIAL SERVICES**

**SMALL PROCUREMENT SOLICITATION FOR**

**Fatherhood Program**

DHS AGENCY CONTROL NUMBER: CHA/FAC/22-006.S

1. **SUMMARY STATEMENT**

The Charles County Department of Social Services is issuing this Invitation for Bids (IFB) in order to procure the services defined in Section 2. The agency serves single fathers, married fathers, foster/ adoptive and male role models, such as grandfathers, uncles and guardians that need assistance developing a caring relationship with their child/ren. The purpose of this solicitation is to aid in leading, development and facilitation of a Fatherhood Program. The Charles County Department of Social Services intends to make a single award according to **Section 11 - Award Basis** for more Contract award information.

**This is a small procurement pursuant to the Code of Maryland Regulations (COMAR) 21.05.07 and is expected by the Procurement Officer to cost $50,000 or less.**

1. **BACKGROUND**

The Fatherhood Program will provide supportive services to Charles County Department of Social Service (CCDSS) fathers in the Child Support and Resources Unit. Services will be provided to increase and improve the relationships between fathers, mothers and children. The fatherhood program’s goal is to teach functional therapeutic intervention techniques during the weekly support groups, such as active listening, role playing and problem solving.

1. **SCOPE OF THE PROJECT**

The program will offer increased skill and knowledge-based programs through trainings or seminars both internally and through community partners. This will enhance fathers’ abilities and strengthening the bond between fathers and child/ren.

The program will work with community support organizations, local businesses, retailors and churches to provide structured education and employment opportunities as needed. The program will provide or link fathers to supportive services such as, drug and alcohol counseling, mental health therapy and parenting support groups. As well, the program will provide or link fathers with employment support services that provide interviewing skills, dress for success, application assistance, and resume writing skills and assistance.

The Kickoff Cohort One Sessions has focused on education of agency staff to the program and will continue working to increase the number of fathers participating in the program. The Kickoff Cohort Sessions also allowed fathers and staff to build a rapport through open and shared communication about the areas that need to be addressed. Topics from the open discussion may be ranked to identify future areas of focus and further discussion. Participates will be able to communicate better with family members such as the mother of their child/ren and thus increase their likelihood of maintaining a bond with their child/ren.

**Results/Outcomes:**

The successful Bidder will assist father’s with developing long lasting relationships with their child/ren by increasing the bond. Participates will be able to communicate better with family members such as the mother of their child/ren and thus increase their likelihood of maintaining a bond with their child/ren. Father’s will become gainfully employed, decrease drug and alcohol usage/abuse and an overall improved relationship with their child/ren. The Cohort Sessions will increase the number of participants by 30 percent during fiscal year 2022. Father’s will become gainfully employed, decrease drug and alcohol usage/abuse and an overall improved relationship with their child/ren.

Listed below are just a few examples of topics that will be discussed during the Cohort Sessions:

a) I can’t see my child because I don’t’ have a job.

b) My baby’s mom won’t even talk to me.

c) Effective communication and active listening

d) Training to staff and foster adoptive families

e) Job search activities. How? Where? When

f) Apply for the job or writing a resume.

g) How do I greet my child who I haven’t seen in years?

1. **BIDDERS QUALIFICATIONS**

The Bidders must be able to provide written documentation of experience in implementing and executing a Fatherhood program within the last three years.

**Required Documentation**: As proof of meeting this requirement, the Bidder shall provide with its Bid, the resume meeting the requirement along with at least two (2) professional experience.

1. **BIDDERS REQUIREMENTS**
   * 1. General Requirements

The Bidder shall:

1. The Bidder will recruit potential clients working with CCDSS outreach liaison.
2. Bidder shall host weekly classes with a minimum of 6-8 participants
3. Bidder will host kick off meeting within five days after Notice To Proceed (NTP).
4. The Bidder shall host at least one virtual Foster /Adoptive Father Recruitment cohort event by the end of SFY2021. **(June 30, 2022).**
5. The Bidder shall host at least one virtual co-parenting event by the end of FY2021 **(June 30, 2022).** This event will focus on bringing both mother and father together to discuss co-parenting and partnership. Focusing on healthy discipline techniques, rewards/positive reinforcement and appropriate punishment.
6. The Bidder shall host a Father’s Day Celebration.
7. The Bidder will plan for on-going sustainability and recruitment of fathers throughout the Cohorts to increase participation by 10% for each cohort.
8. The Bidder will convene a minimum of five (5) week cohorts for fathers providing 60 hours of Cohort Training/Support Sessions per month for CCDSS Fatherhood Participants by the end of SFY2021 **(June 30, 2022).**
9. The Bidder will facilitate public engagement events to build community support by the end of SFY2021 **(June 30, 2022)**. The Bidder will have at minimum two Engagement Events during the grant period.

**Cohort Session One (Initial Session) – Work with CCDSS to establish Fatherhood Training Program.**

a) will establish and develop a rapport with participants

b) establishing ground rules and agenda for the on-going participants.

c) increase the number of fathers participating in the group.

**Cohort Session Two- Kick-off call with CCDSS – To discuss:**

a) Support Groups Working with the Foster and Adoptive Families and DSS staff.

b) Increase the number of Adoptive & Foster Fathers.

c) Facilitate Weekly Fatherhood Peer Support Groups

d) On-going support for Cohort 1 Fathers will be provided.

e) Hold Quarterly call with CCDSS leadership.

f) Launch Fathers Group: Cohort with (6-8) New Fathers Enrolled per cohort

g) On-going Support for Cohorts

h) Host Virtual Co-Parenting Event

**Provide Quarterly Report**

• Number of Fathers Support Groups Held (meetings)

• Number of Fatherhood Engagement Participants

• Number of Fathers who complete evaluation of Peer Support Group (at least a 90% completed evaluation).

• Fathers Forward Program provides a Close Out Report annually (it includes recommendations or lessons learned and a story of success).

• Participate will be given a survey at the end of their involvement regarding the areas they feel improvement has been made or not.

**Activity Report:**

The Bidder will provide an attendance roster of participants for each Cohort Session.

The provider (grant recipient) will utilize funds provided for all activities and events.

Deliverables/Reporting Monthly:

• Number of Fathers Referred

• Number of Fathers engaged by phone, text and/or virtually

• Number and percentage of Fathers Enrolled & Served w/ an Evidence Informed Curriculum (at least 80% of Referrals)

• Number of hours of 1-on-1time w/ fathers between group sessions, phone, text and/or video calls (at least 15 minutes/call)

• Number of fathers who complete Individualized Father Success Plans (at least 80% of enrolled fathers)

* Recruiting Report which outlines all outreach efforts.

**Location and Hours of Operation:**

The program will provide services from 8:30 a.m. - 5:00 p.m. Monday – Friday at CCDSS or virtually; the Bidder will provide a weekly schedule to the program manager. Cohort Sessions for the fathers can take place outside of CCDSS to include evenings and/or weekends. Some activities may occur where fathers can bring their child/ren or a guest.

**The Contractor shall:**

1. Attend on site schedule meeting as required.
2. Professional Attire is required
3. The Bidders must have a valid Driver’s License and liability insurance.
4. Bidders must have their own reliable transportation in-order to attend on and offsite events.
5. The Bidder must have their own mobile device (s) i.e, laptop, desktop, internet, wifi and telephone, in order to provide virtual classes.
6. **INSURANCE**

The Contractor shall maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.

1. Within five (5) Business Days of recommendation for Contract award, and before any work begins, the Contractor shall provide the Procurement Officer with current certificates of insurance, and shall update such certificates periodically, but no less than annually in multi-year contracts, as directed by the Project Manager.
2. **CONTRACT TERM AND DELIVERABLES**
3. The Contract resulting from this solicitation will be for an eight (8) month period beginning October 11, 2021 and ending June 10, 2022. **There will be a pre bid conference held on**

September 29, 2021 @ 10:00 AM

Join with Google Meet: meet.google.com/yny-fydu-xwg

Join by phone

(US) +1 513-816-0781‬ PIN:

1. **Deliverables/Reporting:**

(1) Copy of a current certificate of liability insurance.

(2). The Contractor shall submit, via email, the following reports to the CCDSS Project Manager no later than the 10th day of each month for the previous month’s activities:

2. Monthly Activity Report **(SAMPLE)** that includes, at minimum, the client’s name, Date of attendance, subject matter discuss for session.
3. Provide to the State Project Manager an email in advance regarding any postponement. The email shall include the name of the cohort/session that was rescheduled, the reason for postponement and the next scheduled date; and

**Failure to submit required reports/information within timeframes identified may be construed as failure to achieve satisfactory performance under the Contract and may result in CCDSS withholding invoice payments. Final invoice payment is contingent upon receipt of all Deliverables identified above.**

1. **STATE PROJECT MANAGER/PROCUREMENT OFFICER**

The State Project Manager for this Contract is:

Tanisha Sanders, PhD, Deputy Director, Family Services, 200 Kent Ave, La Plata MD 20646, Office # 301.392.6701, email address: [tanisha.sanders@maryland.gov](mailto:Latonya.cotton@maryland.gov).

The State Procurement Officer for this Contract is:

Shirelle Green, 311 W. Saratoga Street, 9th Floor, Room 940-B, Baltimore, MD 21201, Email address: shirelle.green@maryland.gov.

After Contract award, the Project Manager will serve as the primary point of contact regarding the Contract resulting from this IFB. However, for certain contract related actions the Procurement Officer may communicate with the Contractor.

1. **SUBMISSION INFORMATION**

Bids must be submitted through eMaryland Marketplace Advantage (eMMA) by October,5 2021 **10:00 AM Eastern Time** in order to be considered. Requests for extension of this date or time will not be granted. Bids and unsolicited modifications to Bids arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B and 21.05.03.02 F.

Inquiries must be directed to the Procurement Officer listed on the Solicitation.

Bids Submission shall include:

## I – Bid Sheet

1. Bidder Qualifications

The Bidder shall submit any Bidder’s Qualifications documentation that may be required, as set forth in **Section 4**. References shall be submitted in this section and shall contain the information described in **Section 4**.

## Bid Form

The Bid Form shall contain all price information in the format specified in **Attachment** **B**. The Bidder shall complete the Bid Sheet only as provided in the instructions. Do not amend, alter, or leave blank any items on the Bid Sheet Form or include additional clarifying or contingent language on or attached to the Bid Sheet Form. Failure to adhere to any of these instructions may result in the Bid being determined to be not reasonably susceptible of being selected for award and rejected by the CCDSS.

**10. SELECTION CRITERIA**

1. The criteria to be used to evaluate each Bid is the MOST FAVORABLE BID PRICE ADVANTAGEOUS to the State.

**11. BASIS FOR AWARD**

Upon completion of the Bid Form, each Bidder will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Bidder that submitted the Bid determined to be the most advantageous to the State.

**12. DEPARTMENT CONTRACT**

The successful Bidder will be expected to sign a contract with the CCDSS, sample enclosed as **ATTACHMENT A.**

**13. CANCELLATION OF SOLICITATION**

The State may cancel this Solicitation, in whole or in part, whenever this action is determined to be fiscally advantageous to the State or otherwise in the State’s best interest. If the Solicitation is canceled, a notice of cancellation will be provided to all prospective Bidders who were sent this Solicitation or otherwise are known by the Procurement Officer to have obtained this Solicitation.

**14. ACCEPTANCE OF BIDS**

The State reserves the right to accept or reject any and all Bids, in whole or in part, received in response to this Solicitation, or to waive or permit cure of minor irregularities to serve the best interests of the State of Maryland.

**15. TIME OF BID ACCEPTANCE**

The content of this Solicitation and the Bid of the successful Bidder will be included by reference in any resulting Contract. All prices, terms and conditions in the Bid Sheet Form are irrevocable for 90 days after the closing date for receipt of the Bid. This period may be extended by written mutual agreement between the Bidder and the requesting State organization.

**16. PAYMENT**

The successful Bidder shall invoice the CCDSS monthly on the 10th of each month.

Invoices must be email to: Charlescounty.invoices@maryland.gov

and cc:

Tanisha.sanders@maryland

**17**. **Invoice**

All invoices must (at a minimum) be signed and dated in addition to including the Contractor’s mailing address, the Contractor’s Social Security number or Federal Tax ID number, the State’s assigned Contract control number, the goods/services provided, the time period covered by the invoice, and the amount of requested payment.

## 17. COMPLIANCE WITH LAWS/ARREARAGES

By submitting a Bid in response to this solicitation, the Bidder, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.

By submitting a response to this solicitation, each Bidder represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of the Contract if selected for Contract award.

## 18. VERIFICATION OF REGISTRATION AND TAX PAYMENT

Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. For registration information, visit https://www.egov.maryland.gov/businessexpress.

**19. PROCUREMENT METHOD**

This award will be made in accordance with Code of Maryland Regulations (COMAR) 21.05.07, Small Procurement Regulations. Small procurement is defined as the use of procedures to obtain items reasonably expected by the Procurement Officer to cost $50,000 or less.

Answers to all questions that are not clearly specific only to the requestor will be posted on eMMA.

The statements and interpretations contained in responses to any questions, whether responded to orally or in writing, are not binding on the CCDSS unless it issues an amendment in writing.

**Minority Business Enterprises are strongly encouraged to respond to this solicitation.**

**ATTACHMENTS**

**1. ATTACHMENT A – STANDARD CONTRACT - SAMPLE ONLY is included as a separate attachment**

2. **ATTACHMENT B - BID FORM** is included as a separate attachment
3. **ATTACHMENT C – BID Affidavit** is included as a separate attachment